



## Signature Authorization

### HOME PROGRAM

Organization Name:	Date Submitted:
Project Name:	Contract Number:

- *PLEASE SIGN THIS FORM IN INK.*
- *ALL SIGNATURES MUST BE ORIGINALS AND ON ONE PAGE.*
- *REFER TO THE ATTACHED INSTRUCTIONS FOR COMPLETING THIS FORM FOR SPECIFICS OF IDENTIFYING AUTHORIZED PERSONS.*

<b>1. Authorized to Sign Contracts, Amendments and Loan Agreements:</b> Identifies the person(s) who are authorized to sign contracts, loan agreements, and amendments or modifications to those documents.		
Signature	Print or Type Name	Title

<b>2. Authorized to Sign Invoice Vouchers (Draw Requests):</b> Identify the person(s) who are authorized to sign invoice vouchers requesting draw downs of Housing Trust Fund dollars. <i>If your name appears in Section 3 – do not list your name in this Section 2.</i>		
Signature	Print or Type Name	Title

<b>3. Authorizing Authorities - <u>(TWO SIGNATURES REQUIRED):</u></b> Identify the persons who authorized the individuals identified in Sections 1 & 2 above to sign.		
Signature	Print or Type Name	Title
1)		
2)		

# Signature Authorization

## HOUSING TRUST FUND Instructions

The purpose of the Signature Authorization Form is to identify:

### Section 1:     **Authorized to Sign Contracts, Amendments and Loan Agreements:**

List the person(s) who are authorized to sign contracts, loan agreements, and contract amendments or modifications.

- *If a person other than the Chief Executive Officer or Board Member is listed in this Section 1, they must be so designated by a formal resolution of the governing body.*

### Section 2:     **Authorized to Sign Invoice Vouchers (Draw Requests):**

List the person(s) who are authorized to sign invoice vouchers requesting draw downs of Housing Trust Fund dollars.

- *It is considered prudent to identify two or more individuals as authorized to sign invoice vouchers, so that requests for Housing Trust Fund money will not be delayed if one individual is unavailable to sign.*
- *If the chief executive officer is authorized to sign invoice vouchers, then two different members of the Board must sign in the Authorizing Authority, Section 3.*
- *In addition, a person authorized to request funds (by signing vouchers) cannot be the same person who is responsible for authorizing the expenditure of funds. This ensures appropriate control and accountability for financial transactions at the local level.*

### Section 3:     **Authorizing Authorities: (TWO SIGNATURES ARE REQUIRED)**

The Authorizing Authorities are the persons who authorize the persons to sign in Sections 1 and 2.

- The Authorizing Authorities are usually the chief executive officer and a board member of the jurisdiction or non-profit organization. Sometimes these persons are also designated to sign contracts and/or contract amendments.
- The Authorizing Authorities in Section 3 must be different individuals from those designated in Section 2.

If any of the designations on the Signature Authorization Form must change, please complete and submit a new form to Department of Commerce, Housing Trust Fund.